



CALIFORNIA AIR RESOURCES BOARD

CAREER EXECUTIVE ASSIGNMENT

POSITION: SENIOR ALTERNATIVE ENERGY ADVISOR
LEVEL: CEA 2
SALARY: \$7302 - \$8051
FINAL FILING DATE: OCTOBER 8, 2004

POSITION INFORMATION

Under the administrative direction of the Chair, the Senior Alternative Energy Advisor is responsible for the development of policies and strategies for consideration by the Chair, the Secretary of CalEPA and ultimately, the Governor that will advance the use of hydrogen and renewables in California. The Senior Alternative Energy Advisor will provide the Air Resources Board (ARB) with expertise in implementing the California Hydrogen Highway Network and other renewable programs that advance the ARB's goals of providing clean air to the State's citizens. The bulk of the work will require the management of Teams that are comprised of members from across State government, stakeholders and consultants contracted by the State. Specific tasks will be managed by the regular management structure, but the Senior Alternative Energy Advisor has crosscutting responsibilities to plan and organize the work and ensure that the work product taken as a whole addresses all necessary issues and meets all deadlines. The project teams will roughly include 40 staff members from no less than 10 State boards and agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

EXAMINATION ANNOUNCEMENT

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These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

- Well-developed interpersonal skills and the ability to communicate effectively both orally and in writing
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent
- Knowledge of the structure, organization and function of a variety of industry sectors as well as NGOs and local, state and federal energy programs
- Ability to exercise discretion and diplomacy in stakeholder interactions
- In-depth and up to date knowledge of hydrogen and renewables technologies, implementation challenges and commercialization issues
- Experience in communicating information regarding policy, technology and commercialization issues effectively to management, other staff, and the public
- Proven track record of gaining the confidence and trust of individuals in key positions in industry, environmental, and governmental organizations
- Ability to mediate differences among stakeholders to arrive at satisfying solutions
- Ability to effectively coordinate the activities of the Air Resources Board, on behalf of CalEPA, with other organizations that have an interest in the success of the Governor's Action Plan for the Environment
- Experience in developing and implementing sensitive projects that involve stakeholders from industry, government, and the non-profit sector that were brought to successful completion
- General understanding and awareness of multicultural protocols and sensitivity to cultural differences

EXAMINATION PROCESS

The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than 3 pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection. All applicants will be notified of their results.

FILING INSTRUCTIONS

All interested applicants should submit a standard State Application form (Std. 678), a resume (optional), and the Statement of Qualifications detailing how they relate to the Desirable Qualifications to the California Air Resources Board, Human Resources Branch, 1001 "I" Street, Sacramento, CA 95814, Attention: Jil Harling by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Jil Harling at (916) 445-5630.

For vacancy and exam information contact::

www.arb.ca.gov/jobs/job.htm



- This position(s) is restricted to current or former state employees or those with list eligibility for the class.
- T&D assignments may be considered.
- Applicants on appropriate SROA lists and surplus employees in related classes are encouraged to apply.

TTY/TDD/Speech-to-Speech users may dial 711.



The California Relay Service.

For reasonable accommodations, please call (916) 323-4916



An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.